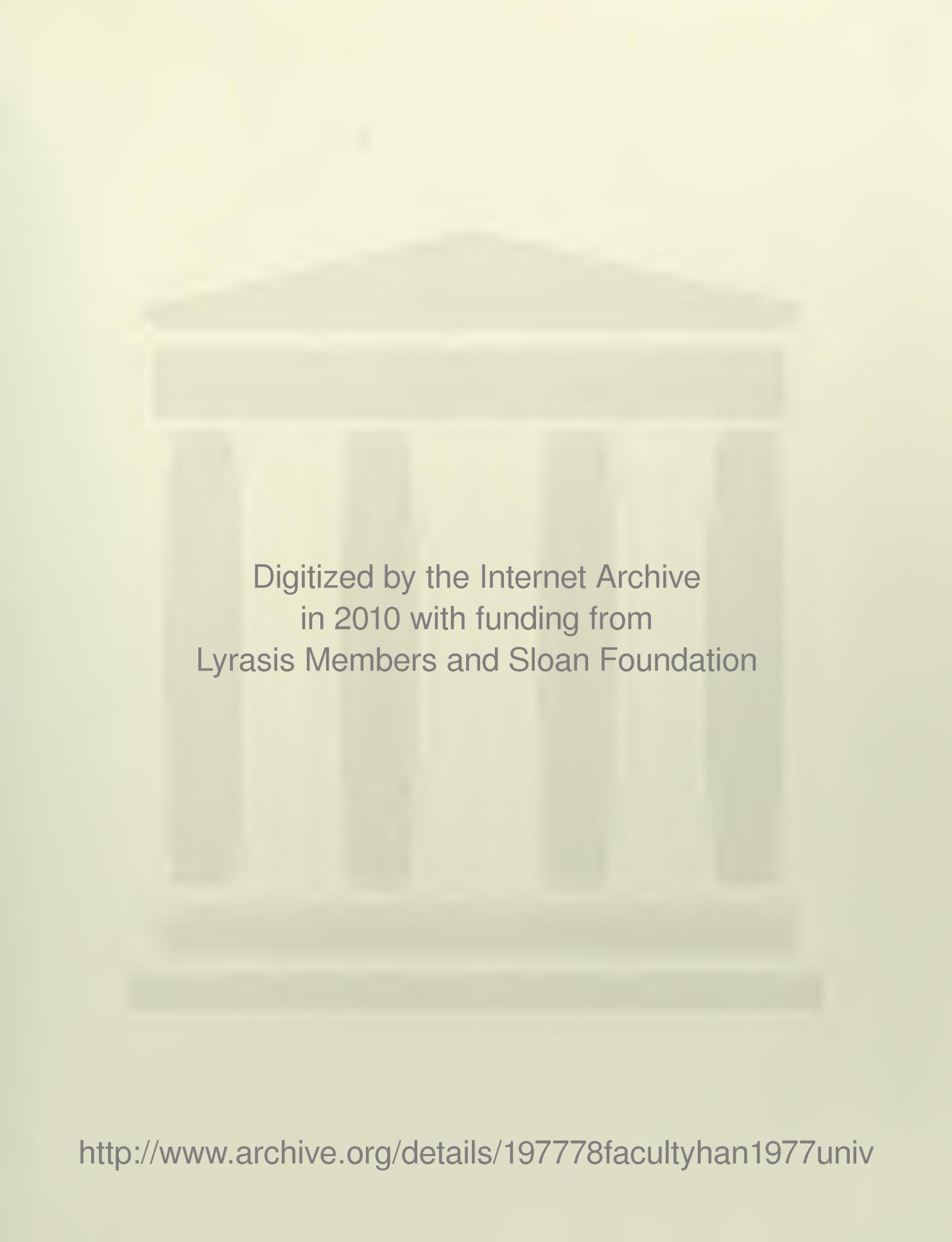


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AT  
**SPARTANBURG**

**FACULTY  
HANDBOOK**

1977/78



# TABLE OF CONTENTS

CALENDAR

ORGANIZATION

FACULTY

PROCEDURES

SERVICES

MISCELLANEOUS



## TABLE OF CONTENTS

### I. Calendar (red pages)

Fall Semester 1977	I-1
Spring Semester 1978	I-2
Schedule for Last Test of Semester	I-3
Summer Sessions, 1978	I-4
Summer Sessions, 1978, Columbia Campus	I-5
Men's Basketball Schedule	I-6
Women's Basketball Schedule	I-8

### II. Organization (blue pages)

Administration	II-1
Faculty Committee Structure, General	II-3
Faculty Committees:	
Academic Affairs	II-6
Academic Forward Planning	II-7
Admissions and Petitions	II-8
Athletic Advisory	II-9
Cultural Affairs	II-10
Facilities Utilization and Planning	II-11
Faculty Advisory	II-12
Faculty Welfare	II-13
Library	II-14
Promotion and Tenure	II-15
Promotion and Tenure Calendar	II-17
Student Affairs	II-18
University Publications Board	II-20
Student Financial Aid	II-21
Faculty Secretary	II-22
Faculty Secretary-Elect	II-23
Recording Secretary	II-24
University Marshal	II-25

### III. Faculty (pink pages)

#### Faculty by Divisions:

Business Administration and Economics	III-1
Education, Health and	
Physical Education	III-2
Fine Arts, Languages and Literature	III-3
Graduate Regional Studies	III-4
Library	III-5
Nursing	III-6
Science and Mathematics	III-8
Social and Behavioral Sciences	III-9

TABLE OF CONTENTS  
Page 2

IV. Procedures (green pages)

Registration	IV-1
Graduation	IV-1
Meetings	IV-2
Professional Travel	IV-2
Office Hours	IV-3
Tardiness, Absence	IV-3
Visiting Speakers	IV-4
Graduate Study by Full-time Faculty Members	IV-5
Students' Right of Privacy Regarding Grades	IV-5
Academic Advisement	IV-6
Academic Discipline	IV-6
Master Calendar	IV-7
Personnel Information	IV-7
New Courses	IV-7
Independent Study Courses	IV-8
Withdrawal of Veterans from a Class	IV-8
Grade Reporting	IV-9
Federal Grant Seeking	IV-14
Weather Emergency Announcements	IV-14

V. Services (yellow pages)

Library	V-1
Child Development Center	V-3
Test Scorer	V-3
Traveling Road Shows	V-4
Tutoring Laboratory	V-5
Ordering of Films	V-7
Readability Evaluation of Textbooks	V-8
Study Skills Programs	V-8
Campus Nurse	V-9
Emergency Procedures	V-9
Natural Area	V-10
Division Secretaries	V-10
Counseling, Career Development and Placement Services	V-11
Audiovisual Services	V-12
Computer Services	V-14

VI. Miscellaneous (white pages)

Off-Campus Telephone Calls	VI-1
"Whom To Call"	VI-2

CALENDAR



## FALL 1977 CALENDAR

August 22-23, Monday-Tuesday	Orientation
August 24, Wednesday	Registration for pre-registered students
August 25, Thursday	Registration for Non-preregistered students
August 27, Saturday	Classes Begin
August 29-30, Monday-Tuesday	Late Registration
September 5, Monday	Labor Day Holiday
September 6, Tuesday	Last day to change course schedule
October 10, Monday	Last day to drop a course or withdraw without penalty; Last day to apply for December graduation
October 14, Friday	Midpoint in Fall Semester
November 24-25, Thursday-Friday	Thanksgiving Recess
December 8-16, Friday-Friday	Final Examinations

## SPRING 1978 CALENDAR

January 16-17, Monday & Tuesday	Registration
January 19, Thursday	Classes Begin
January 19-26, Thursday-Thursday	Late Registration
March 1, Wednesday	Last day to drop a course
March 1, Wednesday	Last day to apply for May Graduation
March 8, Wednesday	Midpoint in Spring Semester
March 27 - April 1, Monday-Saturday	Spring Recess
May 4-12, Thursday-Friday	Exams
May 13, Saturday	Commencement

## Fall, 1977

Last day to give a test during the Fall, 1977 semester:

CLASS OR LAB MEETING TIMES	LAST DAY TO GIVE TESTS
Tuesday-Thursday	November 29th
Monday-Wednesday-Friday	December 2nd
Monday-Wednesday	November 30th
Labs or classes meeting once a week	November 30th
Monday through Friday	December 2nd

## Spring, 1978

Last day to give a test during the Spring, 1978 semester:

CLASS OR LAB MEETING TIMES	LAST DAY TO GIVE TESTS
Tuesday-Thursday	April 25th
Monday-Wednesday-Friday	April 28th
Monday-Wednesday	April 26th
Labs or classes meeting once a week	April 26th
Monday through Friday	April 28th

1978

## SUMMER I

Registration	Thursday, June 1
Classes Begin	Friday, June 2
Late Registration	Friday, June 2
Holiday	Tuesday, July 4
Finals	Monday and Tuesday, July 10 & 11

## SUMMER II

Registration	Wednesday, July 12
Classes Begin	Thursday, July 13
Late Registration	Thursday, July 13
Finals	Thursday and Friday, August 17 & 18

40 class hours	25 day classes	1 hour, 20 minutes
39.9 class hours	19 evening classes	1 hour, 45 minutes

1978

## SUMMER I

(COLUMBIA CAMPUS)

Registration	June 2, Friday
Classes Begin	June 5, Monday
Last Day to Add	June 6, Tuesday
Last Day to Drop	June 12, Monday
Last Day to apply for Graduation	June 12, Monday
Holiday	July 4, Tuesday
Exams	July 6-7, Thursday-Friday

## SUMMER II

(COLUMBIA CAMPUS)

Registration	July 10, Monday
Classes Begin	July 11, Tuesday
Last Day to Add	July 12, Wednesday
Last Day to Drop	July 18, Tuesday
Exams	August 10-11, Thursday-Friday
Commencement	August 12, 10:30 a.m.

8/77

MEN'S BASKETBALL SCHEDULE  
1977 - 78

Nov. 18	(Fri.)	Coastal Carolina (Coastal Campus)	A	7:45
Nov. 19	(Sat.)	Francis Marion (Coastal Campus)	A	7:00
Nov. 23	(Wed.)	College of Charleston	H	8:00
Nov. 25	(Fri.)	Lander Doubleheader (Limestone)	A (Lander)	7:00
Nov. 26	(Sat.)	Lander Doubleheader (Lander)	A (Lander)	9:00
Nov. 30	(Wed.)	U.N.C.-Asheville	H	8:00
Dec. 3	(Fri.)	Belmont Abbey	A	7:30
Dec. 7	(Wed.)	Erskine	H	8:00
Dec. 10	(Sat.)	Aiken	A	8:00
Jan. 5	(Thur.)	Armstrong State	A	8:00
Jan. 7	(Sat.)	Baptist College	A	8:00
Jan. 9	(Mon.)	Coastal Carolina	H	8:00
Jan. 14	(Sat.)	Belmont Abbey	H	8:00
Jan. 16	(Mon.)	Erskine	A	8:00
Jan. 19	(Thur.)	College of Charleston	A	8:00
Jan. 21	(Sat.)	Presbyterian	H	8:00
Jan. 23	(Mon.)	U.N.C.-Asheville	A	7:30
Jan. 25	(Wed.)	Francis Marion	H	8:00
Jan. 26	(Thur.)	Central Weslyan	A	8:00
Jan. 30	(Mon.)	Aiken	H	8:00

8/77

## MEN'S BASKETBALL SCHEDULE (cont.)

Feb.	2	(Thur.)	Limestone	A	8:00
Feb.	6	(Mon.)	Newberry	H	8:00
Feb.	9	(Thur.)	Lander	A	8:00
Feb.	11	(Sat.)	Limestone	H	8:00
Feb.	13	(Mon.)	Central Weslyan	H	8:00
Feb.	16	(Thur.)	Newberry	A	7:30
Feb.	20	(Mon.)	Presbyterian	A	7:30
Feb.	22	(Wed.)	Lander	H	8:00
Feb.	25	(Sat.)	Francis Marion	A	8:00

8/77

WOMEN'S BASKETBALL SCHEDULE  
1977 - 78

Nov. 30	(Wed.)	Benedict (Scrimmage)	H	7:00
Dec. 7	(Wed.)	Newberry	A	6:30
Dec. 10	(Sat.)	Aiken	A	6:00
Dec. 12	(Mon.)	Coker	H	7:00
Jan. 7	(Sat.)	Erskine	H	6:00
Jan. 9	(Mon.)	Converse	H	6:00
Jan. 14	(Sat.)	Winthrop	H	6:00
Jan. 16	(Mon.)	Erskine	A	6:00
Jan. 19	(Thur.)	Coker	A	6:00
Jan. 21	(Sat.)	Presbyterian	H	6:00
Jan. 23	(Mon.)	Lander	H	6:00
Jan. 28	(Sat.)	Benedict	A	5:30
Jan. 30	(Mon.)	Converse	A	6:00
Feb. 4	(Sat.)	Newberry	H	6:00
Feb. 6	(Mon.)	Aiken	H	6:00
Feb. 9	(Thur.)	Lander	A	6:00
Feb. 13	(Mon.)	Furman	A	7:00
Feb. 15	(Wed.)	Columbia College	H	6:00
Feb. 20	(Mon.)	Presbyterian	A	6:00
February 23 - 25		STATE TOURNAMENT		

ORGANIZATION



## ADMINISTRATION

TITLE	NAME
Vice President in Residence	Olin B. Sansbury
Administrative Assistant Affirmative Action Officer	Marian Murph
Dean for Academic Affairs	Ron Eaglin
Dean for Administration	Ted Eilenberg
Dean for Student Affairs	Tom Davis
Director for Information Services	Doyle Boggs
Director for Development and College Relations	Joe Gardner
Controller	Bob Connelly
Division Chairman of Academic Services/Cont. Ed.	Tony Pappas
Dean, School of Nursing	Ruth Moran
Librarian	Bob Perrin
Director for Admissions and Records	Eric Jolly
Athletic Director and Coordinator of Field Experiences	Paul Mack
Director of Child Development Center	Heidi From
Director of Grants and Research	Jan Yost
Director for Financial Aid and Veterans Affairs	Al Gray
Deputy Director of Physical Plant	Rivers Hall
Director of Tutorial Services	Jane Davisson
Coordinator, Graduate Regional Studies	Mack Brown
Staff Assistant, Graduate Regional Studies	Betty Ebert

8/77

Director of Audio Visuals	Becky Patterson
Director for Bachelor of General Studies	Marilyn Lipscomb
Personnel Officer	Ruth Shiplett
Admissions Officer	Joan Harrell
Chief Records Clerk	Frances Hackett
Program Analyst	Lindsay Wells
Campus Nurse	Kathy Norman
Bookstore	Bryant Reeves
Asst. Director of Informational Services	
Operational Services	Mike Bruce
Counselor	Carol Smith
Placement Coordinator	Arthur George
Chairperson, Division of Business Administration	Bert Menees
Chairperson (Acting) Division of Fine Arts, Languages, and Literature	John Edmunds
Chairperson, Division of Science and Mathematics	David Taylor
Chairperson, Division of Social and Behavioral Sciences	John Edmunds

8/77

UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG  
FACULTY COMMITTEE STRUCTURE  
GENERAL

Terms. --Terms of all appointed and elected members will run for two years beginning in the first full month of the academic year, unless specified otherwise. No member may at one time serve as a voting member on more than two standing Faculty committees.

Ex-officio Members. --Ex-officio members are not considered to be members of a committee in so far as computing their maximum of two committee assignments is concerned. The nature of being an ex-officio member of a committee is that of an advisory capacity. The ex-officio member should make available to the committee his or her knowledge and he or she is not empowered with a vote, except as noted, in the decisions of the committee. He or she should not attempt in any way to exercise control in the decisions of the committee except at the request of the committee. An ex-officio member of a committee cannot be elected chairperson of a committee since his or her membership is in an advisory capacity only. This provision is in accordance with an ex-officio member's not having voting rights, since the chairman of a committee is normally allowed to vote in case of a tie. The Vice President is an ex-officio member of all committees and will not be listed as such separately.

Chairperson. --Each committee will elect its own chairperson annually during the first full month of the academic year, unless specified otherwise. The chairperson will vote only in case of a tie. A faculty member may chair only one committee.

Vacancies. --Vacancies in committee membership caused by unexpired terms will be filled by appointment or election in accordance with the means by which the position originally was filled.

Appointments. --All appointments to committees will be made by the Vice President.

Responsibility. --Committee chairpersons will report all committee actions and recommendations in writing to the Faculty. All committee actions are advisory until confirmed by the Vice President.

Elections. --All elections will be made by majority vote of the Faculty after due notice of the election has been given.

Scope. --It is understood that the duties of committees and their constituent personnel are drawn from and limited to the Spartanburg Campus, except where noted otherwise.

Names of standing committees. --Academic Affairs, Academic Forward Planning, Academic Senate, Admissions, Athletic Advisory, Cultural Planning, Facilities Utilization and Planning, Faculty Advisory, Faculty Welfare, Library, Promotion and Tenure, Student Affairs, Student Financial Aids, University Publications Board.

Implementation. --New committees will be activated as deemed necessary and approved by the Faculty. Changes in continuing committees will be made in the month in which the terms of their members are scheduled to begin. In order to fill committees in the first year, it will be necessary to appoint and elect some members for one year terms only.

## ACADEMIC AFFAIRS

Consists of eight voting members; six faculty members, three appointed and three elected, and two students appointed annually by the Vice President from a list of nominations submitted by the Student Government Association. The faculty members of the committee shall be broadly representative of the academic disciplines. In alternate years the faculty members shall be selected as follows:

First year: two appointed and one elected.

Second year: one appointed and two elected

Ex-officio members are the Dean for Academic Affairs, the Head Librarian, and the Coordinator for Continuing Education.

Duties. --To consider and recommend to the Faculty action on all requests for addition or deletion of courses. To review the various curricula of the Spartanburg Campus with special attention to duplication or obsolescence of courses. To consider matters concerning academic requirements and standards, and review current policies and practices for the purpose of making recommendations for changes therein to the Faculty. To consider problems of students who seek relief from the Spartanburg Campus and University scholastic regulations or who feel an injustice has been done them in their academic work. To advise the Dean for Student Affairs regarding the academic aspects of orientation.

## ACADEMIC FORWARD PLANNING COMMITTEE

Consists of six elected faculty members, one from each division, and three student representatives appointed annually by the Vice President from nominations submitted by the Student Government Association. The Dean for Academic Affairs is an ex-officio member.

Duties. --To assist in the establishment of priorities for academic programs, the initiation of plans for new programs and concepts, and the cancellation of programs. The committee is expected to consult with appropriate individuals in the community. The committee shall meet at least once each semester with the Vice President.

## ADMISSIONS AND PETITIONS

Consists of six voting faculty members, three appointed and three elected. In alternating years the members will be determined as follows:

First year: two elected and one appointed

Second year: one elected and two appointed

The Admissions Officer and the Dean for Academic Affairs are ex-officio members. The Admissions Officer is to serve as committee secretary. The Committee may establish special procedures for reviewing applicants during summer terms.

Duties. --To consider the USCS admissions policies within University guidelines and to recommend to the Faculty and the Vice President any broad modification it may deem advisable. To suspend normal entrance and continuation requirements for individual students, as permitted by USCS and University guidelines.

## ATHLETIC ADVISORY

Consists of six voting members: four faculty members, two appointed and two elected, and two student members appointed annually by the Vice President from nominations submitted by the Student Government Association. One faculty member shall be appointed and one elected each year. The Athletic Director is an ex-officio member.

Duties. --To rule on all questions of eligibility. To develop a philosophy regarding the athletic program and the scheduling of athletic events. To determine conference affiliations.

## CULTURAL AFFAIRS

Consists of seven voting members, four elected faculty members and three students. The students are appointed annually by the Vice President from nominations submitted by the Student Government Association. Two faculty members are elected each year, one to the position of vice-chairperson. The vice-chairperson will serve as the USCS Representative to the Arts Council of Spartanburg County. The Vice-chairperson assumes the chairmanship in the second year of his two-year term. Ex-officio members are the Dean for Student Affairs and the Director for Information Services.

Duties. --The committee will plan a convocations series and other cultural enrichment programs. The Dean for Student Affairs will be responsible for contractual matters, the administration and implementation of the programs, and forward all information concerning cultural programs to the chairperson of the committee. The Director of Information Services will publicize the programs.

## FACILITIES UTILIZATION AND PLANNING

Consists of three or more voting members: \* two elected faculty members and one student member appointed by the Vice President from nominations submitted by the Student Government Association. The faculty members shall be elected for staggered terms and may succeed themselves for one term. Additional faculty, student, or other members may be appointed by the Vice President with the consent of the Faculty. Expansion of the committee as provided above is appropriate when special projects or space utilization problems are being considered. The Dean for Academic Affairs and the Director of Institutional Grants and Research are ex-officio members.

Duties. --To advise the administration on the allocation of facilities--buildings and grounds--and on the plnanning of new facilities. Matters should be submitted to this committee throuth the Vice President or through the Welfare Committee.

\*The Faculty Secretary will specify the total number after consulting with the Vice President and the Division Chairpersons on the anticipated work load of the Committee for the year. The Vice President's appointments should be compatible with the anticipated tasks of the Committee during its upcoming year.

## FACULTY ADVISORY

Consists of the elected chairperson of all standing faculty committees, the Faculty Secretary, the Faculty Secretary elect, and the Recording Secretary. The Dean for Academic Affairs will be an ex-officio member. It normally will meet in the interval between regular monthly Faculty meetings. The chairperson will be the Faculty Secretary and the secretary will be the Recording Secretary. It is to be understood that membership on the Faculty Advisory Committee is a part of the duties of all committee chairpersons and that this committee assignment does not count in computing the maximum of two committee assignments for each faculty member.

Duties. --To study and report on matters which may be referred to it by the Faculty or the Vice President or which the committee may wish to bring to the attention of the Faculty, and to recommend what action, if any, should be taken. It must present to the Faculty a slate of nominees for regular elective vacancies on committees at appropriate times, and it must present to the Vice President a similar slate of nominees for appointive vacancies on committees at appropriate times.

## FACULTY WELFARE

Consists of six voting full-time faculty members, three elected each year, without regard to academic rank. The representative(s) to the Regional Campus Faculty Senate Rights and Responsibilities Committee is an ex-officio member.

Duties. --To communicate to the appropriate administrative official in the form of suggestions the desires of faculty members pertaining to faculty welfare. To serve as a medium through which the faculty may suggest changes and modifications or make their thoughts relating to faculty welfare known. In general, areas of committee concern apply to the faculty as a whole rather than to individuals and include but are not restricted to:

- a. Fringe benefits, rank, and salary ranges within the University system.
- b. Policies regarding teaching load.
- c. Conduct and professional ethics.
- d. General faculty morale.

The committee hears appeals from any person dissatisfied with the decisions made regarding tenure or promotion.

## LIBRARY

Consists of nine voting members: six faculty members, three appointed and three elected, broadly representative of the academic disciplines; and three student members appointed annually by the Vice President from nominations submitted by the Student Government Association. The Dean for Academic Affairs, the Head Librarian and the representative(s) to the Regional Campus Faculty Senate Intra-university Services and Communications Committee are ex-officio members. In alternating years the faculty members shall be selected as follows:

First year: two elected and one appointed  
Second year: one elected and two appointed  
Duties. --To make recommendations on matters of library policy.

INTERNAL OPERATING PROCEDURES AND POLICIES OF THE PROMOTION AND TENURE COMMITTEE AT THE UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG  
Revised for 1977-78

1. Each September the committee will notify the faculty that if a faculty member wishes to be considered that year for promotion, or tenure, or both he or she should request consideration from the committee and should prepare his/her file; also the committee will notify division chairpersons or equivalent academic officers to submit to the committee letters of recommendation and a list of faculty members they wish to recommend for consideration. The committee will notify the Academic Dean about the date for consideration so that he or she may have the opportunity to place relevant material in individuals' files.
2. Promotion and tenure files are privileged information and under the control of the committee. The files will be kept locked.
3. The chairperson and the secretary of the committee, the Academic Dean and the respective Division Chairpersons will have access to the files. Two or more members of the committee may have access to the files during the period designated by the committee for reviewing files. The person removing the file must sign noting the time of examination of that file.
4. Each faculty member will have access to his or her own file and can see that material which is not confidential (see 5) when observed by the committee secretary or the assigned secretary. The committee secretary or assigned secretary will remove the envelope of confidential material until the faculty member has completed review of his/her file. The faculty member too will sign noting the time of examination of his/her file.
5. The committee will provide maximum access, consistent with file security, by individuals to their own promotion and tenure files. However, letters or information submitted in confidence to the committee will be placed in sealed envelopes in the appropriate faculty members' files. Sealed envelopes will be retained by the secretary while a faculty member is reviewing his/her file. A summary of the contents of the sealed envelope in a faculty member's file will be made by the Division Chairperson, verified by the Academic Dean, and made available to a faculty member upon request by the faculty member. A copy of the summary will be retained in the file.
6. A faculty member may have the staff secretary to remove from the faculty member's file any duplicate material, except that in the confidential envelope, and any material placed in the file by the faculty member. To do so the faculty member should request, in writing and by item, that the material be removed.

7. The proceedings of the committee shall be confidential with respect to all written materials reviewed and all discussion of individual cases by the committee.
8. Members should refrain from participation in cases where their personal prejudices may unduly affect their judgment.
9. A faculty member will not serve on the Promotion and Tenure Committee during the year in which his or her case would receive active consideration. Any Promotion and Tenure Committee member who wishes to be considered for promotion, or tenure, or both, during the next academic year should resign from the Committee before the spring Faculty Business Meeting at which the election of new committee members will be held. Also, a committee member will not participate in the deliberations where his or her spouse's case or that of a relative is under review.
10. For voting, files shall be grouped by the secretary into categories: (1) promotion to assistant professor, (2) promotion to associate professor, and (3) promotion to professor.
11. The chairperson shall conduct preliminary discussions on the files in each category, selecting files in random order within the categories. The procedure will be as follows: the committee will read and discuss all files to be voted on noting a candidate's strengths and deficiencies, as well as inadequacies in his/her file. All persons to be voted on will then be sent a letter reminding them of the upcoming vote (this will remind those who have not notified the committee that they do not wish to be voted on). This notice may request by January 10 additional information where there are inadequacies in a candidate's file. In January the committee will complete its deliberations and vote.  
To be recommended for promotion or tenure, a two-thirds majority of those voting, with a minimum of five affirmative votes, will be required. The specific reasons for voting for or against promotion and/or tenure should be included on the ballot. The vote will be considered binding unless a majority (5 members of the committee) asks that a particular case be reconsidered.  
The committee may request, either orally or in writing, that matters of concern be discussed by the Dean with the candidate. Appeals will then be considered after a required 10-day appeal period. The committee will notify the Academic Dean of its recommendations and report statistics on its recommendations to the faculty.
12. A committee member's review and vote based on the information contained in the individual's file will reflect his or her best judgment concerning the overall strength or best interest of the institution, while at the same time considering the individuals' interests under the stated rules for promotion and tenure.

## PROMOTION AND TENURE CALENDAR\*

- Sept. 15      Notify the faculty that any faculty member wishing to be considered should submit a written request to the committee and should prepare his or her file.
- Notify division chairpersons to submit to the committee letters of recommendation and a list of faculty members they wish to recommend for consideration.
- Notify the Academic Dean about the date for consideration.
- Oct. 31        Files closed except for student evaluations.
- Nov. 30        Committee completes preliminary discussions and sends letters to all faculty members who are to be voted on. These letters call attention to matters raised in discussion which need further documentation in file. These files are reopened.
- Jan. 10        Files closed for final deliberations.
- Jan. 25        Voting complete - Academic Dean notified.
- Feb. 1         Appeals period starts.
- Feb. 10        Appeals period complete.
- Feb. 18        Recommendations to Academic Dean.  
                Report to faculty at next faculty meeting.

\*Deadlines falling on non-working days will be carried over until the next working day.

## STUDENT AFFAIRS

Consists of four elected voting faculty members broadly representative of the academic disciplines, and three voting student members. Student members are appointed annually by the Vice President from nominations submitted by the Student Government Association. Two faculty members are elected each year. Ex-officio members are the President of the Student Body and the Dean for Student Affairs. The Dean for Student Affairs will serve as secretary of the Student Affairs Committee. He may not serve as a member of an Honor Court.

Duties. --To enforce the discipline policy of USCS with regard to academic infractions as well as other misconduct, and to examine the administration of discipline. To formulate recommendations concerning the allocation of disciplinary responsibilities. To consider Regional Campus policies regarding registration and orientation, and make recommendations to the Assistant Director for Student Affairs. To recommend to the Faculty, policies toward extra-curricular student activities. To make recommendations to the Vice President regarding the expenditure of student activity fees based on the recommended budgets approved by the Student Government Association.

Honor Court: --When charges are brought against a student for academic or other infractions, an Honor Court will be appointed by the Committee chairman to determine guilt. The Honor Court will consist of three faculty members and two student members of the Student Affairs committee. In appointing the Faculty members of the Court, the Chairman is not restricted to the membership of the Student Affairs Committee.

The Dean for Student Affairs will sit as an observer on the Honor Court. When a student is charged with an academic infraction, the Honor Court will include a faculty member from the academic area where the incident took place. The Honor Court will follow the trial procedure specified in the student handbook. The decision of the Honor Court may be reached with four members concurring. Decisions and recommendations concerning sanctions will be reported in writing immediately to the Dean for Student Affairs who will assign appropriate penalties as provided in the student handbook.

## UNIVERSITY PUBLICATIONS BOARD

Consists of nine voting members: five faculty members, three elected and two appointed, and four students appointed annually by the Vice President from nominations submitted by the Student Government Association. In alternating years the faculty members are selected as follows:

First year: one appointed and two elected.

Second year: one appointed and one elected.

The Dean for Student Affairs is an ex-officio member.

Duties. --To nominate student editors for all student publications. Editorial appointments are for one year. To recommend the termination of an appointment should an editor fail to perform his/her duties in a suitable manner. To make recommendations to the Student Government Association and the Vice President concerning budgets for USCS publications, including salaries to be paid editors. To develop and recommend to the Vice President publication policies. To select faculty advisors for all publications. To encourage the development of publications which will enhance the USCS educational and extra-curricular programs.

#### STUDENT FINANCIAL AIDS

Consists of six elected faculty members, broadly representative of the academic disciplines and three student representatives appointed annually by the Vice President from nominations submitted by the Student Government Association. The Financial Aids Officer is an ex-officio member.

Duties. --To recommend to the Faculty the basis on which scholarships and loans will be granted. A sub-committee composed of the faculty members of the committee shall award the scholarships and review and approve the allocation of funds awarded by the Student Financial Aids Officer. The Student Financial Aids Officer shall inform the sub-committee (prior to the awarding date) of the scholarships and other financial aids available.

## FACULTY SECRETARY

The office of Faculty Secretary shall be filled by the previous year's Faculty Secretary-elect, who shall assume his/her duties after the last scheduled faculty meeting of the spring semester.

Duties: --To serve as presiding officer of the faculty. The agenda will be prepared by the Faculty Secretary at least three days prior to each faculty meeting and circulated to the faculty.

To notify Faculty members in writing of all regular and called meetings at least three days prior to the meeting days. To serve as chairman of the Faculty Advisory Committee. To conduct the Administrative evaluation.

## FACULTY SECRETARY-ELECT

The office of Faculty Secretary-elect shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year.

Duties. --To assist the Faculty Secretary and to assume the duties of the Faculty Secretary in his/her absence. To succeed as Faculty Secretary the following year. The Faculty Secretary-elect is a member of the Faculty Advisory Committee, but serves on no other standing committees.

## RECORDING SECRETARY

The office of Recording Secretary shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year. He/she may be re-elected.

Duties. --To record and distribute to the members of the Faculty the written minutes of its meetings. To search the minutes of Faculty meetings and annually publish a summary of Faculty actions. To be a member of the Faculty Advisory Committee and act as its secretary.

## UNIVERSITY MARSHAL

The office of University Marshal shall be an elected position filled by a faculty member. He/she is elected for a two-year term and may be re-elected.

Duties. --To see that the ceremonial programs of USCS run smoothly, specifically to include the following: (1) to instruct Student Marshals in methods of accommodating an audience and to work out an ushering plan for the year with the Student Marshals; (2) To make seating arrangements, including platform seating, for all ceremonial programs, and to prepare a processional line-up for the faculty members; (3) To lead the processional march on ceremonial occasions.



**FACULTY**



## FACULTY

## BUSINESS ADMINISTRATION AND ECONOMICS

Connelly, Robert A. Appalachian St. U.	M.A.	Instructor
Drucker, Meyer Univ. Sou. Car.	J.D./C.P.A.	Assoc. Prof.
Eilenberg, Ted R. Dartmouth	M.B.A.	Instructor
Gardner, Joe E., Jr. Univ. Miami	M.B.A.	Instructor
Glenn, David M. Univ. Sou. Car.	M.B.A.	Instructor
Jilling, Michael Univ. Sou. Car.	Ph.D.	Asst. Prof.
Jolly, Eric S. Ohio U.	M.A.	Asst. Prof.
Keuthan, Charles J. Univ. Sou. Fla.	M.B.A.	Asst. Prof.
Kissell, William G. Geo. Wash. U.	M.B.A.	Asst. Prof.
McAlhany, John W. Clemson U.	Ph. D.	Assoc. Prof.
Menees, Elbert L. (c) Univ. Sou. Car.	Ph.D.	Asst. Prof.
Young, Ronald A. Ga. State U.	M.B.A./M.D.S.	Asst. Prof.

## EDUCATION, HEALTH AND PHYSICAL EDUCATION

Bowman, Joseph C. Univ. Sou. Car.	Ph.D.	Asst. Prof.
Davis, J. Thomas, III Fla. St. U.	M.S.	Asst. Prof.
Davisson, Jane L. Clemson U.	M. Ed.	Instr.
Eaglin, Ronald G. Univ. Utah	Ph.D.	Assoc. Prof.
Gordon, Earl N. C. A & T U.	M. Ed.	Instr.
Hawkins, Tom A. Univ. Neb.	Ph. D.	Assoc. Prof.
Hunley, Mary Louise Univ. Sou. Car.	Ph.D.	Asst. Prof.
James, Jean Univ. Sou. Car.	M. Ed.	Instr.
Muench, Sally Univ. Ga.	Ed. S.	Instr.
Mack, Paul West. Car. U.	M. A.	Instr.
Pappas, Anthony V. Univ. Miss.	Ph.D.	Asst. Prof.
Patterson, Rebekah Appalachian St. U.	M.A.	Instr.
Reitmeier, William A. Calif. St. U.	M.S.	Instr.
Shelden, Miriam Univ. Sou. Calif.	Ph.D.	Assoc. Prof.
Sloan, Linda Univ. Sou. Car.	M. Ed.	Instr.
Smith, Carol B. Appalachian St. U.	M. A.	Instr.

## FINE ARTS, LANGUAGES AND LITERATURE

Beyseigel, Kathryn H. Univ. Ga.	M.F.A.	Instr.
Colloms, Vergene Northwestern U.	M.N.	Asst. Prof.
Cox, James R. Univ. Sou. Car.	M. A.	Instr.
Crosland, Andrew T. Univ. Sou. Car.	Ph.D.	Asst. Prof.
Dressman, Michael R. Univ. No. Car.	Ph. D.	Asst. Prof.
Knight, Donald R. Univ. Tenn.	M. A.	Asst. Prof.
Lindsay, Bryan E. Peabody Coll.	Ph. D.	Assoc. Prof.
Linker, Susan M. Univ. No. Car.	Ph. D.	Asst. Prof.
Moore, Nancy P. Univ. Tenn.	M. A.	Asst. Prof.
Predmore, Richard L. Univ. Fla.	Ph. D.	Asst. Prof.
Seko, Emmanuel V. Univ. Wis.	Ph. D.	Assoc. Prof.
Sikes, Elizabeth A. Univ. Sou. Car.	Ph. D.	Assoc. Prof.
Sistrunk, Albertha Boston U.	Ed. D.	Asst. Prof.
Yost, Jan Univ. Ga.	Ed. D.	Asst. Prof.

## GRADUATE REGIONAL STUDIES - EDUCATION

Brown, Mac Univ. Ga.	Ph. D.	Coordinator
Brown, Carl F. Peabody Coll.	Ph. D.	Visiting Prof.
Metger, Robert E. Univ. Sou. Car.	Ph. D.	Asst. Prof.
Sanders, W. E. Univ. Sou. Car.	Ph. D.	Asst. Prof.
Stirzaker, N. A. Univ. Miss.	Ed. D.	Asst. Prof.

## LIBRARY

Burnie, Valerie A. Fla. St. U.	M.S.L.S.	Reference Librarian
McCaughrin, Ellenor Univ. Sou. Car.	M. Lib.	Reference Librarian
Perrin, Robert A. Univ. Wash.	M. Lib.	Library Director

Dye, Judy

✓  
Judy Dye  
Librarian

## NURSING

Babb, Nancy E. Med. Coll. Ga.	M. S.	Asst. Prof.
Bacha, Catherine M. Med. Coll. Ga.	M.S.N.	Asst. Prof.
Blalock, Janice K. Univ. Sou. Car.	B.S.	Teach. Assoc.
Burchell, Lynette F. Univ. Sou. Car.	B.S.	Teach. Assoc.
Campbell, Joan F. Montana St. U.	B.S.	Teach. Assoc.
Carroll, Mary C. Med. Coll. Ga.	M.S.N.	Assistant Prof.
Chalgren, Betty Univ. Sou. Car.	M.N.	Instructor
Cogdell, Cecilia H. Univ. Sou. Car.	M.N.	Asst. Prof.
Coggins, Carol R. Clemson U.	B.S.	Teach. Assoc.
Dent. Susan K. Univ. Sou. Car.	M.N.	Instructor
Hendra, Norma Furman U.	M. Ed.	Asst. Prof.
Keller, Marjorie C. Med. Coll. Ga.	M.S.N.	Asst. Prof.
Ledford, DEanne Limestone Coll.	B.S.	Teach. Assoc.
Moran, Ruth V. Columbia U.	Ed.D.	Prof.
Patrick, Juanita W. Univ. Sou. Car.	B.S.	Teach. Assoc.

## NURSING (cont.)

Quinn, Helen B. Univ. Sou. Car.	M.S.N.	Asst. Prof.
Sims, Glenda P. Med. Coll. Ga.	M.S.N.	Asst. Prof.
Taylor, Mary S. Med. Coll. Ga.	M.S.N.	Asst. Prof.
Willmot, Carol Emory U.	M.N.	Asst. Prof.

## SCIENCE AND MATHEMATICS

Barnes, James E. Clemson U.	Ph. D.	Asst. Prof.
Campbell, Lyle Univ. Sou. Car.	Ph. D.	Asst. Prof.
Harvey, Robert L. Oregon St. U.	M.S.	Asst. Prof.
Howard, Betty B. Converse Coll.	M.A.T.	Instructor
Jacobsohn, Guy Calif. St. U.	M.A.	Asst. Prof.
Lamoreux, Lynn Univ. Maine	Ph. D.	Asst. Prof.
Moore, Lawrence E. Univ. Tenn.	Ph. D.	Professor
Moore, Sylvia Univ. Sou. Car.	B.S.	Teach. Assoc.
Newberry, Gillian Univ. Wis.	Ph. D.	Asst. Prof.
Norman, Nancy K. Radford Coll.	B.A.	Teach. Assoc.
Parris, Barry Univ. Sou. Car.	B.S.	Teach. Assoc.
Riddle, Fay A. Univ. Fla.	M.S.	Instr.
Simpkin, Robert Univ. Md	Ph.D.	Asst. Prof.
Stavely, Charles E. Memphis St. U.	M.S.	Asst. Prof.
Taylor, David E. (c) Appalachian St. U.	M.A.	Asst. Prof.
Turner, Jack A. Univ. Okla.	Ph. D.	Assoc. Prof.
Ulmer, Millard B. Univ. Ala.	Ph. D.	Assoc. Prof.

## SOCIAL AND BEHAVIORAL SCIENCES

Allen, James T. Univ. Ga.	Ph. D.	Asst. Prof.
Babin, Edward C. Univ. Ga.	Ph. D.	Asst. Prof.
Boggs, Doyle Univ. Sou. Car.	Ph. D.	Asst. Prof.
Davis, Melvin Univ. Sou. Car.	M. S.	Instr.
Donnelly, Brian E. Univ. Nebr.	M. A.	Instr.
Edmunds, John B., Jr. (c) Univ. Sou. Car.	Ph.D.	Prof.
Henderson, Alice Univ. Mich.	Ph. D.	Assoc. Prof.
Henderson, Conway W. Univ. Iowa	Ph. D.	Assoc. Prof.
Holcombe, Lee Columbia U.	Ph. D.	Assoc. Prof.
Lehman, Jerry D. Univ. Tenn.	Ed. D.	Assoc. Prof.
Mapley, Gordon E. Wayne St. U.	Ph. D.	Asst. Prof.
Noll, Vernon L. Indiana U.	Ph. D.	Asst. Prof.
Romine, Ronald H. Univ. Sou. Car.	M.A./M.P.A.	Asst. Prof.
Sansbury, Olin B. Univ. Sou. Car.	Ph.D.	Asst. Prof.
Sloan, James P. Tulane U.	M.A.	Asst. Prof.
Wenz, Friedrich B. Wayne St. U.	Ph. D.	Asst. Prof.



11/16

NEW FACULTY - FALL 1978

Dr. Jeanne Stuart  
315 Dogwood Drive  
Mt. Holly, North Carolina 28120  
(Associate Professor of Biology)

Dr. Regis H. Robe  
Box 1591  
Clemson, South Carolina 29631  
(Assistant Professor of French)

Mr. Charles M. Quinnelly  
Southern Station-Box 1921  
Hattiesburg, Mississippi 39401  
(Assistant Professor of Criminal Justice)

Mr. Roger F. Luttrell  
143 East 10th Street  
Gilmore Hall  
Holland, Michigan 49423  
(Assistant Professor:C.P.A. and M.B.A.)

Dr. Dwight Edward Lambert  
830 North 14th Street, Apartment #4  
Beaumont, Texas 77702  
(Assistant Professor of Political Science)

Dr. E. Evan Krauter  
3N Hibben Apartments  
Faculty Road  
Princeton, New Jersey 08540  
(Assistant Professor of Psychology)

Mrs. Marjorie Harker  
676 Pelzer Drive  
Mt. Pleasant, South Carolina 29464  
(Assistant Professor of Nursing)

Ms. Kathy E. Fitzpatrick  
146 Folger Street  
Clemson, South Carolina 29631  
(Instructor - Business Administration)

Dr. William C. Bruce  
8116 Girard Plaza  
Omaha, Nebraska 68122  
(Associate Professor of Education)



# PROCEDURES



## REGISTRATION

A notice is sent annually to each faculty member from the Dean for Academic Affairs giving the date on which all faculty are expected to return to begin work for each semester. Registration days are indicated on the academic calendar. All faculty are expected to be available to assist with the registration process. Division chairpersons notify faculty members of their specific duties at registration.

## GRADUATION

The graduation of students is one of the most important events in the academic year. It represents the recognition of a student's achievement. Because of the significance of the occasion for the students and the institution, all faculty are expected to attend the graduation exercises. Caps and gowns may be rented in the spring through the bookstore if necessary.

## MEETINGS

Classes are not scheduled for the noon hour on Monday, Wednesday, and Friday. This time is set aside for meetings and other functions. Faculty business meetings are held regularly on the second Wednesday of each month. Deans meet with the Vice President in Residence, Monday, 2:30 p.m. in the Conference Room. Faculty committee meetings are called by the chairman. These meetings are frequently called for the noon hour on Mondays, Wednesdays, or Fridays. There are occasions, however, when committee business and schedules necessitate meetings at other times. The chairpersons attempt, insofar as possible, to arrange times convenient for all members. Attendance at committee meetings, faculty business meetings, and other meetings such as those of a division or a school is a prime responsibility of every faculty member.

## PROFESSIONAL TRAVEL

Attendance at and participation in professional association meetings is strongly encouraged by the University. Funds are available in each division for travel for faculty members in that division who are interested in attending such meetings. The division chairpersons can supply the faculty member with full information regarding the funds available for such purposes.

# Foothills / Financial Office - MCNRO

Date March 20, 1978

From: Bob Connelly, Controller *gyc*

To: Department Chairpersons

Subject: TRAVEL POLICY (Ref: Policy and Procedures Manual;  
Sections C2.01 - C2.04)

The university has once again approved travel advances for full time university employees. The Spartanburg campus has a small fund from which travel advances can be made on an "as available" basis. The following procedures have been established:

#### TRAVEL ADVANCE PROCEDURES

1. Requests from these funds should be indicated in the lower right hand corner of the TA.
2. Advances will be made up to 70% of the reimbursable expenditures pending availability of funds.
3. No advance for less than \$50 will be made.
4. After the TA has been approved, the advance funds can be picked up from Joyce Butler in the Accounting area of the Controller's Office one day prior to departure.
5. The Travel Reimbursement Voucher must be processed within three days upon return to our campus.
6. Travel reimbursement checks may be picked up from Joyce Butler within three days of notification from her and repayment of the travel advance will be made at that time.
7. Persons who violate travel advance procedures will not be eligible for future travel advance funds.

#### REGISTRATION FEES

Registration fees must be processed through and paid by the Controller's office. Checks for registration fees will not be written by the Spartanburg campus. Should you schedule a trip on an emergency basis and there is not time available to have registration fees paid by normal processes, you should pay the registration fee from personal funds and request reimbursement by Travel Reimbursement.



## OFFICE HOURS

It is the philosophy of the University of South Carolina at Spartanburg that faculty and administrative personnel be easily available to students. Consequently, every faculty member is expected to post and maintain office hours. A schedule of five hours a week, or one hour each class day shall be considered as minimally acceptable. Each faculty member should submit a copy of his/her schedule to his/her Division Chairperson.

## TARDINESS-ABSENCE

Tardiness to class on the part of faculty members is frowned upon by the University. However, should an emergency delay any instructor from meeting class at the appointed hour, it has been generally agreed that students are under the obligation of waiting at least ten minutes past the scheduled class time.

In the case of illness or other emergency necessitating absence from class, the faculty member should notify the Division Chairperson immediately so that arrangements can be made for the class. Division Chairpersons are also charged with filing monthly attendance reports for their faculty with the Business Office.

## VISITING SPEAKERS

Any special convocations or other assemblies outside regular class meetings and involving off-campus speakers must have the approval of the Vice President prior to the invitation of speakers or performers. Normally the recommendation should be submitted by the faculty member at least two weeks in advance of the desired date to allow time for reviewing the merits of the request and for scheduling on the university calendar. Nothing is official until the event has been cleared and added to the calendar in the Office of Student Affairs. After the event has been scheduled, the Dean for Student Affairs and the Director for Information Services will assume responsibility for appropriate promotion and publicity.

## GRADUATE STUDY BY FULL-TIME FACULTY MEMBERS

The improvement of professional qualifications by faculty members is encouraged. However, in order to minimize any disruption of the University of South Carolina at Spartanburg schedule and related activities, all plans for graduate study must be presented each semester to the Division Chairperson, who will submit his/her recommendation to the Dean for Academic Affairs for approval. Final approval rests with the Vice President.

## STUDENTS' RIGHT OF PRIVACY REGARDING GRADES

Faculty members must not post, as public information on bulletin boards, office doors, or elsewhere, any grade (daily quiz, hour quiz, mid-term grade, final examination, or semester grade) of any student by name. Such practices, including associating a student's grades with his or her initials, have been determined by the courts to constitute an invasion of privacy. Class grades may be posted properly when the grade of an individual student on the list is associated with his/her social security number only.

In addition, the practice of leaving graded quiz papers indiscriminately outside faculty offices or on classroom tables could be interpreted as an invasion of privacy and is therefore prohibited.

#### ACADEMIC ADVISEMENT

The Dean for Student Affairs is responsible for the academic advisement program. The following procedures are presently being used:

- (1) Entering students are assigned academic advisors by the Dean for Student Affairs based on their area of interest. Transfers are assigned to the Division Chairperson for the evaluation of credits.
- (2) When the student makes a definite decision on a major he/she will be reassigned to an advisor in that area.
- (3) Student may be reassigned at other times upon their request.
- (4) Division Chairpersons are asked, in consultation with the Dean for Student Affairs, to designate major advisors for each major within their divisions. Other faculty members will be used to advise undecided students.
- (5) Division Chairpersons will be responsible for maintaining records of students majoring in their area. If a student changes his/her major this file will be transmitted to the Student Affairs Office for reassignment. Files of undecided students will be maintained by the Student Affairs Office.
- (6) Advisors for students in the Bachelor of General Studies program will be selected by Dr. Tony Pappas. He will maintain all files on these students.
- (7) Faculty members advising new students will be provided with an Advisor's Summary Sheet (see "Sample Forms") to help in advising each student. This sheet should be returned to the Student Affairs Office after advisement.

#### ACADEMIC DISCIPLINE

The Student Affairs Committee handles infractions of academic discipline in the following manner:

- (1) The chairperson is notified of the alleged infraction by a student or faculty member. An Honor Court consisting of three faculty members and two students is appointed by the chairperson.
- (2) All evidence, such as tests, papers, and names of witnesses should be given to the chairperson with a written statement explaining the alleged infraction. A faculty member should not confront student and attempt to get a confession.

## ACADEMIC DISCIPLINE (cont.)

- (3) The "Code of Student Academic Responsibility" that is given to students is to be found in the USCS Student Handbook 1977-78.
- (4) Questions regarding infractions and procedures should be referred to the Dean for Student Affairs.

## MASTER CALENDAR

A master calendar is maintained by the Student Affairs Office. All faculty, staff, and student organizations should contact the Student Affairs Office to place activities on the calendar as far in advance as possible.

## PERSONNEL INFORMATION

The Personnel Office maintains the personnel files of all faculty members. Faculty members should notify the Personnel Office of any relevant academic activities, new degrees, changes in address or dependents, and other such information.

## NEW COURSES

Faculty requests to have a new course approved for addition to the catalogue go first to the Division Chairperson. The Division Chairperson is responsible for completing the necessary form (see "Sample Forms") and submitting the request to the Academic Affairs Committee. If the committee approves, the request is then submitted to the entire faculty for consideration. No course is to be entered on the schedule without being presented to the faculty.

#### INDEPENDENT STUDY COURSES

No student will be allowed to register for Independent Study unless he/she has completed the form "Application for Course Offered as Independent Study" (see "Sample Forms"). Any student desiring to take an Independent Study course should pick up this form in a Division Chairperson's office, have it completed by the Instructor he/she is working under, and have all requested signatures on the form completed. The student should then bring the form for approval to the office of the Director for Admissions and Records, at which time he/she will be given a copy to bring to registration.

#### WITHDRAWAL OF VETERANS FROM A CLASS

All veterans and others who receive benefits from the Veterans Administration are responsible for informing the Veterans Officer of any change in enrollment status or withdrawal from USC at Spartanburg. If a veteran withdraws from a class the USCS Veterans Affairs Office asks that the faculty member notify the Veterans Affairs Office as soon as possible of the student's last date of attendance/pursuit by using any one or a combination of the following four methods:

- (1) last activity (including attendance) reflected in the instructor's records
- (2) last papers submitted
- (3) last examination completed
- (4) student's reasonable statement of last date of attendance

## GRADE REPORTING

## I. CLASS ROLLS

Class rolls are distributed to the Academic Departments four times during the regular semester (Fall and Spring) and three times during summer semesters. If you do not receive a roll, contact your Division Chairperson to see if your roll has been misplaced. If the roll is lost, the Department's office should contact the Records Office for a copy of the roll.

## A. Temporary Rolls

1. Temporary rolls are produced at the end of the last day of registration.
2. Temporary rolls should be used for reference only. Students who register late or drop and add your section will not be named on this roll.

## B. Official Rolls

1. Official rolls are produced after the last day to add a course or change sections.
2. Official rolls should be considered accurate.
  - a. If a student is attending your course, but his or her name does not appear on your roll, advise the student to come to the Records Office.
  - b. If a student's name appears on your roll, but he or she has not been attending your course, check with the Records Office to see if the student has officially registered for the course.

## C. Midterm Grade Rolls

1. Midterm grade rolls are produced after the last day to drop a course without penalty.
2. Errors on the midterm rolls should be corrected on grade roll correction forms.

## D. Final Grade Rolls

1. Final grade rolls are produced approximately two weeks prior to the end of the semester.
2. Corrections to rolls must be made via grade roll correction form.

## II. GRADE DESCRIPTIONS

### A. Midterm Grades (S/U)

1. Space is provided on the roll for the Instructor to indicate a grade of S (Satisfactory) or U (Unsatisfactory).
2. Midterm grades are not posted to the student's permanent record nor are they computed into GPR.

### B. Letter Grades (A, B, C, D and F).

### C. Pass - Fail Grading (S/U)

### D. WF - W

1. WF is automatically assigned for Withdrawal from a course after free drop date. The grade is treated as an F in the evaluation of GPR.
2. W may be assigned in exceptional cases to indicate satisfactory performance in courses from which a student withdraws after the free drop date. Forms are available in the Records Office.

### E. Incomplete (I)

1. Indicates failure to complete some portion of the assigned work in a course.
2. By arrangement with the Instructor, the student will have 12 months in which to complete the work before a permanent grade will be recorded.

### F. Audit (AUD)

1. Indicates a course was carried on an audit basis.
2. The student is not responsible for any course work and the grade is not computed in totals.

### G. No Record (NR)

1. Assigned by Records Office only, in the event an instructor fails to submit a student's grade.
2. Temporary grade, to be replaced by a valid letter grade. If no grade is assigned, the student automatically will receive credit at the end of the following semester.

### III. FACULTY GRADE REPORTING

All grades shall be due in the office of the Registrar as requested by that office. Grade sheets are to be hand-carried to the Records Office (not through the mail). The Registrar is responsible for delivery of the grades to the Office of Administrative Services on the Columbia Campus for processing. Final grades for graduating seniors must be handed in one week before graduation and this contingency may call for an earlier examination.

#### A. Final Reports of Grades

1. The Faculty Member is responsible for entering a written grade for each student listed on the roll, a corresponding plugged grade in the optical scan area to the right, and an instructor signature in the space provided.
2. The Faculty Member cannot assign the following grades unless the option is indicated on the Grade Roll:
  - a. Pass - Fail grades can only be assigned when P/F has been preprinted near descriptions.
  - b. An Audit cannot be assigned on a grade roll. If the student has opted to audit the course at registration, the audit area will be automatically plugged by the computer and the grade of AUD printed.
  - c. A WF grade should not be assigned by the professor. If a student has late-dropped or officially withdrawn, the WF grade will be plugged automatically by the computer.
  - d. A W grade cannot be assigned by anyone but the Records Office upon receipt of the approved form from the student's Dean.
3. An I should never be used as a substitute grade when the grade cannot be assigned through fault of the instructor or department. Incompletes are computed as F in a student's GPR. It is best to leave the area blank and use a Grade Roll Correction form for explanation. The final grade should be forwarded to the Records Office by an official letter from the faculty member.
4. The detachable area on the right of the Grade Roll is to be used for posting grades within the department.

### B. Grade Roll Corrections

Grade roll corrections are used by the instructor to help make corrections to the Final Grade Rolls and must be completed as follows:

1. Student's full name (printed).
2. Student Number (social security number)
3. Department, course and section (exactly as printed on your final grade roll).
4. Credit hours assigned to the course.
5. Grade (if applicable)
6. Type of change (mark only one with "X").
  - a. Attended this class but not on the roll - assign grade.
  - b. Never attended this class. (possibly not enrolled in this section)
  - c. Dropped Course Officially Before Penalty Date. Check this block if your records indicate that an official Change of Schedule form was signed by you or your department. If you do not have a record of the official Change of Schedule form, the student should be assigned an appropriate grade.
  - d. Miscellaneous Change:
    - i. Credit (for variable credit only), audit problem (i.e., an apparent Auditor shown for credit or vice versa - indicate AUD for Auditor, letter grade for non-auditor).
    - ii. Pass/Fail problem (P/F option shown in error or missing - include grade)
    - iii. Other - Explain as appropriate on lower line.

### IV. GRADE CHANGES/ERRORS IN RECORDING GRADES

- A. In case of error in reporting of final grades, the Instructor shall complete the approved form and send it to the Registrar. The Registrar shall place the issue before the full faculty, and thereafter communicate decisions in the matter made to the Chairperson of the Academic Affairs Committee.
- B. If a student wishes to challenge his or her grade, it must be done before the end of the following semester.
- C. Special make-up work or Examinations to change grades already recorded are not permitted.

**IV. WITHDRAWAL**

A student withdrawing after the last day to drop a course without penalty may petition to receive a grade of W rather than WF by submitting an "Assignment W Grade for Medical Reasons or Extenuating Circumstances" to the Records Office. This form will be sent to the Faculty Member to determine if the student has earned a W or a WF. This form is to be returned to the Records Office.

**VI. See sample forms for grade recording changes in**

#### FEDERAL GRANT SEEKING

The Institutional Research and Grants Office (Library 233, ext. 433) has the responsibility for coordinating federal grant seeking. The office will assist faculty in getting the proposals written, typed and supported. The library has a reference shelf on funding which one may wish to investigate. The following procedure is suggested for persons seeking federal grants:

1. Formulate the idea in 1 or 2 written pages.
2. Discuss the idea and the grant guidelines with Dr. Jan Yost, Director of Institutional Research and Grants.
3. File an A-95 form (available from the Institutional Research and Grants Office) with the Appalachian Regional Council Clearinghouse or with the Grants Director, Office of Research, University of South Carolina in Columbia.
4. Clear all drafts of the grant request with Dr. Jan Yost, Dr. Ron Eaglin and Dr. Olin Sansbury.
5. Two weeks prior to the grant deadline, submit a copy of the grant request to the Grants Director, Office of Research, University of South Carolina in Columbia.
6. Dr. B. A. Daetwyler, Vice President of Finance, University of South Carolina, signs proposals for the University system.

#### WEATHER EMERGENCY ANNOUNCEMENTS

The Vice-President will determine when hazardous weather conditions warrant releasing employees from duty. When USCS is to be closed, announcements will be made by local media. Employees who have questions may call the switchboard.

S E R V I C E S



## LIBRARY

In order to make as many resources of the Library available to as many people as possible and in order to maintain accurate records of the collection, the following circulation policies are used.

Books are checked out for at least two weeks and are due the last date stamped on the date card.

Books may be renewed as many times as desired unless someone else requests them.

Books requested by someone else are called in on the date due; overdue books requested by someone else are called in immediately.

Fines are not charged for overdue books unless the borrower is late in returning them after the books have been called in for someone else's use.

All books should be returned before the end of each semester, and if they are not returned, the borrower is billed for them. The return of a book after the library has ordered a replacement copy of it does not clear the borrower's record; the book must be paid for.

All books lost or damaged so that they cannot be used must be paid for by the borrower.

All Library records involving names of people requesting books or information and reference help are confidential and will not be made available.

Circulation policies are the same for all USC-Spartanburg Library users.

For students' convenience, required reading for courses may be put on reserve in the library. Faculty members must fill out a Reserve Request form (see example in "Sample Forms") for each class, each semester. Please allow one week for the library to process any materials you want on reserve. Faculty members determine what type of reserve they want from the kinds the Library offers, but for the time something is on reserve, all students using the material are bound by the Library's rules.

Policies for reserve materials are:

All items remain on reserve until the end of the term when they are automatically removed unless the faculty member notifies the library earlier in writing or by phone call that an item is no longer needed.

Periodicals and reference works owned by the USC-Spartanburg Library will not be put on reserve.

Any work owned by another library will not be put on reserve.

Personal copies of books on reserve should have the owner's name in ink in a conspicuous place.

LIBRARY (cont.)

Professors may not change the type of reserve they requested except by calling or writing to Ms. Gaither or Mrs. Smith, the Circulation Assistants.

Reserve materials are determined by professors, therefore, any record of which students checked out which items is available to the professor who placed the materials on reserve.

Interlibrary loans which are for faculty members' classroom use, not for personal use, can be charged to the school. In order to charge interlibrary loans, the faculty member must have a "Request for Direct Expenditure" form signed by the Business Manager and by the division chairperson. This form must be given to the reference librarian at the time the interlibrary loan is requested. Forms are available in division offices and in the Business Office. For any other information about interlibrary loans, call the library.

The librarians provide programs for using the library efficiently. If faculty members want to use this service for their classes, they should call the library to make appointments. Programs are held in the library.

#### CHILD DEVELOPMENT CENTER

Day care services are available at the Child Development Center, located on the campus. The hours are from 7:00 a.m. to 6:00 p.m. Children who are three, four, or five years of age have the opportunity to be involved in a total learning experience.

The center's purpose is to help each child develop cognitively, emotionally, socially and physically. Weekly field trips and resource people help give the children a better understanding of the world around them. A staff of certified teachers, senior citizens, volunteers and students strive to meet individual needs of the children.

Breakfast and lunch are served to the child as well as two supplemented snacks which meet USDA requirements. Transportation is available. The cost is \$27.00 per week. Visitors are welcome.

#### TEST SCORER

A mechanical test scorer for correcting the multiple choice type of test is located in the administrative office, A-204. Its operation can be explained by Jane Bradley. The printed answer sheets that must be used with the scorer include space for answers to 100 questions, each with five choices. The answer sheets are available in the administrative office and from some division secretaries.

## TRAVELING ROAD SHOWS

The Counseling and Career Development Center offers "Traveling Road Shows" for presentation in class, either as a change of pace or if a faculty member has to miss a class. The list that follows is of presentations already prepared, which can be given on short notice. If a new presentation is desired, a minimum of two weeks notice is needed.

What Else Can I Do With a Major in \_\_\_\_\_?

Psychology	Physical Education
Political Science	Sociology
Sciences	Education

The Career Development Center - Goals, Functions, Staff, and Services to Faculty and Students

How to Interview a Prospective Employer

How to Fill in an Employment Application

Values Clarification Exercise

Group Career Exploration in One Hour

How to Set Up a Placement File (For Seniors)

Career Education and the New Curriculum

The World of Work

I Can Be Anything (Film and Discussion)

Assertiveness Training - One Hour Introduction

Group Administering of Tests and Inventories

Self-Directed Search
Edwards Personal Preference Scale
Allport Study of Values

Time Management for the College Student

Submit requests with date required, course title, number of students per class, time of class, location, name, and telephone number. Call Carol Smith at 312 or Counseling Center at 412.

### TUTORING LAB

The Tutoring Lab is open to all students at the University. The Lab is staffed by assistants and work-stude students who have been oriented to Lab procedures and policies. These staff members have had intensive in-service training to develop competent study skill techniques, to aid students who visit the Tutoring Lab, and to develop communicative skills in order to recognize primary student needs.

The Tutoring Lab represents a genuine concern of faculty representatives from all disciplines at the University to meet the needs of all students at the University.

The following areas are represented in the Tutoring Lab:

1. English
2. Mathematics
3. Social Sciences and Physical Science
4. Study skills for ALL disciplines

The Tutoring Lab will operate from 9:00 a.m. to 4:00 p.m. and from 7:00 p.m. to 10:00 p.m. Faculty may refer students to the Tutoring Lab as either a voluntary or mandatory undertaking. Attendance is mandatory if the faculty member makes attendance or specific improvements a requirement for satisfactory completion of the course.

The following forms (see "Sample Forms") will be used by the Tutoring Lab and faculty members in order to facilitate achievement of Lab goals:

1. Instructor's Lab Referral Sheet. This form should be used to refer a student to the Lab. The more complete and specific the information provided by the faculty member, the better prepared the Lab staff will be to aid the student.

## TUTORING LAB (cont.)

2. Lab Acknowledgment of Student Referral. This form is simply a means of letting the faculty member know that the student referred to the Lab has reported to the Lab and requested assistance.
3. Tutoring Lab Evaluation of Student. This form provides the referring professor with information concerning competencies gained by the student.
4. Instructor's Feedback Sheet. This form provides the Lab with feedback from the professors concerning Lab procedures and an evaluation of the student's development.

For additional information, contact Malcolm Sanders, Ext. 343.

## ORDERING OF FILMS

All film rental orders are handled through audiovisual services. Film Request Forms (see "Sample Forms") are available from audiovisual services (HC 243) and Division Secretaries. Completed forms should be returned to Jane Bradley for ordering.

Films are available from many sources. Catalogues will be found in HC-243. For films from free sources, University of South Carolina in Columbia, University of Iowa, Kent State and Indiana University, forms must be turned in at least two weeks in advance. For all other sources, at least four weeks is required. In general the earlier films are ordered, the greater the chance of confirmation. Unless otherwise stated, films come for 1-3 days use and must be returned on time.

## READABILITY EVALUATION OF TEXTBOOKS

Faculty members may request a readability evaluation of their textbooks or of new adoptions under consideration. The evaluation determines the reading level appropriate for the text, given as a class level (e.g., tenth grade reading level, thirteenth grade/or freshman reading level). Requests should be made to Jane Davisson, Room L241, ext. 341.

## STUDY SKILLS PROGRAMS

One and two-day classroom programs may be requested by faculty members for their individual classes on:

- "How to Study"
- "Friend or Enemy-Tests"
- "There are Only 24 Hours in a Day"
- "How to Memorize"
- "Underlining or Outlining?"

Requests should be made to Jane Davisson, Director of Developmental Services, Ext. 341.

## CAMPUS NURSE

The campus nurse, Kathy Norman, is located in A301 (ext. 243). She provides nursing services for minor illnesses and first aid care of injuries. She also teaches labs, so she will not be in her office at all times. If there is no answer at her extension, contact the Science Division secretary (ext. 252) or call the switchboard operator for further assistance.

## EMERGENCY PROCEDURE:

1. In case of accident or injury on campus, faculty members are normally asked to notify the campus nurse (Kathy Norman, ext. 243). If she is not in her office, the Science Division secretary (ext. 252) will be able to locate her for you.
2. If the problem is in the nature of an emergency (heart attack or any situation obviously requiring an ambulance, etc.), call the switchboard operator before contacting anyone else so that emergency assistance can be on the scene more quickly. Then the campus nurse or security guards (evenings and weekends) can be contacted.

#### NATURAL AREA

A natural area, including nature trail, outdoor classroom and picnic area, was developed by the Student Government Association in 1975. It is located in the area of the Child Development Center. Reservations for the outdoor classroom are handled by the Student Affairs Office, Ext. 228, 229. Anyone wishing to modify the area in any way should seek the approval of the Facilities Planning and Utilization Committee, which will establish guidelines for use in the area.

#### DIVISION SECRETARIES

Each division has a secretary to aid the faculty members of the division in completing their job-related tasks. Division Chairpersons establish their secretary's responsibilities and the procedures to be followed by division members. Normally, a major responsibility of division secretaries is the typing and preparation of tests and syllabi. All travel vouchers, purchase orders, and requests for supplies are to be handled through division secretaries.

COUNSELING, CAREER DEVELOPMENT AND PLACEMENT SERVICES

Personal problem solving, career planning and placement services are provided by the Counselors in the Counseling and Career Development Center and the Hodge Center. The Career Development Center houses a career information library and a placement office.

The center offers programs in (1) Personal Counseling, (2) Career Planning and Development, and (3) Placement. Included in Career Planning and Development are such services as individual and group counseling, self-awareness programs and career exploration. Tests are administered as needed to determine students' interests and abilities. Presentations are made to students through the academic departments about career opportunities.

The placement program has as one of its purposes placing students in part-time and full-time jobs. Job opportunities are posted on campus bulletin boards in the Library and Hodge Center. Chairpersons of the academic divisions are notified of interviewing opportunities available to students in their fields. Seniors are encouraged to register and set up credentials files.

Workshops are conducted throughout the year to provide assistance in filling out applications, writing resumes, and interviewing. The program is affiliated with the College Placement Council on both the national and regional level. The center also has information on some summer jobs for faculty.

Counseling and Career Development is presently located on the 2nd floor of the Library and will occupy new quarters in the Media Building. Telephone 412 for more information.

## AUDIOVISUAL SERVICES

Audiovisual services are available for all faculty and students. Services originate from the Director's office, HC 243. The department is staffed by Becky Patterson, Director; Jane Bradley, Secretary/Technician and various student assistants.

Services offered include:

Consultation on how media can be implemented in the classroom, i.e., which resources are best for specific needs; how to strengthen student retention with visuals; how to use resources as integral parts of teaching.

Assistance and/or consultation in preparing learning packages for specialized uses.

Catalogs for selection of films, tapes, etc. to be rented.

Demonstration in use and operation of equipment.

Available equipment:

16 mm projector	phonograph
8mm loop projector	filmstrip projector
8mm standard/super projector	sound/filmstrip projector
reel to reel audio tape recorder	35mm slide projector
cassette audio tape recorder	(Kodak carousel)
cassette audio tape player	Lantern slide projector
overhead projector	reel to reel B&W video tape
opaque projector	recorder with camera
portable reel to reel B&W video	3/4" color cassette video
tape recorder with camera	recorder--no color camera

The following types of audiovisual production are available on request:

dry mounting	darkroom services
35mm slides	-B&W prints
-lettering (titles, tables, graphs, etc.)	-color slides
-copy work	8mm filming
-duplicating	video taping
-diazo	audio tape duplicating
overhead transparencies	laminating
-thermal	print-ready graphics and
-diazo	drawings
-color lift	

**Audiovisual Services (cont.)**

To request services, call or bring ideas to Audiovisual Services (ext. 264). A work order will be completed and a completion date projected. More professional results are produced when ample time is allowed.

**To request equipment:**

Equipment must be scheduled 24 hours in advance with Jane Bradley. Equipment is locked in storage areas in each building. If equipment is reserved in advance, it may be picked up from:

in administration building - switchboard  
in Hodge Center - Mary Taylor  
in Library Building - Elinor McCaughrin  
A/V Distribution Center

## COMPUTER SERVICES

Computer service for academic and research is provided to Faculty members and students by the Computer Services Division. Consultants are provided to assist with programming and statistical and mathematical analysis, and offers short courses to acquaint users with procedures and programming languages.

The Division's capabilities are built around a Data 100 terminal which is linked to a central IBM 370/168 in Columbia. Time-sharing terminals are also available. Support hardware, located on the Columbia campus, includes an Optical Mark Page Reader, a Calcomp Plotter and a Microfilm Output Unit.

Normal operations hours are:

### Fall and Spring Semesters

8:00 a.m. - 9:00 p.m.	Monday through Thursday
8:00 a.m. - 5:00 p.m.	Friday
2:00 p.m. - 6:00 p.m.	Sunday

### Summer Semesters

9:00 a.m. - 4:00 p.m.	Monday through Friday
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Requests for additional services, such as tours or expended operation hours, must be directed to the Manager of Computer Services.

MISCELLANEOUS



#### OFF-CAMPUS TELEPHONE CALLS

To dial a number in the Spartanburg area, dial 9 and then the number.

For all other off-campus telephone calls it is necessary to first call the USCS switchboard by dialing "operator." For calls to the Greenville area, one requests the "Greenville line." For all other calls, one requests the "Columbia line." If there is a waiting list, the requestor will be called when his/her turn comes, and he/she will then be notified that the line he/she requested is available. He/she then hangs up the telephone, and when it rings again, it should be the line he/she requested. The following procedures then apply:

Greenville line: dial the appropriate number

Columbia line:

On the Columbia campus....

dial the extension (four digits)

Regional or Branch Campus of USC....

dial the extension (four digits)

In Columbia - off campus....

dial 9 and then the number

In State (not in Columbia, Greenville or Spartanburg)....

dial 9 - 1 - number

Out of State....

dial 9 - 1 - Area Code - number

Long distance information....

dial 1 - Area Code - 555-1212

**"Whom To Call"**

Advisement, academic assigning advisors, supplying materials, keeping records	Tom Davis	Ext. 228, 229
Athletics	Paul Mack	Ext. 301, 313
Audiovisuals ordering films reserving equipment	Becky Patterson Jane Bradley Jane Bradley	Ext. 264 Ext. 204 Ext. 204
Benefits	Ruth Shiplett	Ext. 323
Calendar, Master	Student Affairs	Ext. 228, 229
Counseling students all kinds academic & personal academic & personal career	Tony Pappas Carol Smith Earl Gordon Arthur George	Ext. 412,413,414,415 Ext. 312 Ext. 232, 233 Ext. 232, 233
Credit Union	Ruth Shiplett	Ext. 323
Emergency, accident or injury	Nurse	Ext. 243
Financial Aid, students	Al Gray	Ext. 226, 227
General Studies 121-122 placement of students in	Jane Davisson Sally Muench	Ext. 341 Ext. 351
Grants	Jan Yost	Ext. 433
Jobs: part-time, full time	Arthur George	Ext. 232, 233
Library reference questions interlibrary loans reserve material <u>Choice cards</u> Submitting approved orders Arrival of orders State of division budget Other budget questions Library policy	Valerie Burnie Valerie Burnie Gwen Gaither Valerie Burnie Anne Bailey Anne Bailey Anne Bailey Bob Perrin Bob Perrin	Ext. 410,411,420,421 Ext. 410,411,420,421 Ext. 410,411,420,421 Ext. 410,411,420,421 Ext. 410,411,420,421 Ext. 410,411,420,421 Ext. 410,411,420,421 Ext. 410,411,420,421 Ext. 410,411,420,421
Library instruction for class	Valerie Burnie Bob Perrin	Ext. 410,411,420,421 Ext. 410,411,420,421

Lost and Found	Student Affairs	Ext. 228, 229
Notarizing papers	Ruth Shiplett	Ext. 323
Nurse	Kathy Norman	Ext. 243
Orientation for new students	Tom Davis Carol Smith	Ext. 228, 229 Ext. 321
Parking (faculty and student) stickers and policy enforcement, tickets	Campus Security	Ext. 269
Pay checks: incorrect, delayed, withholding, dates of, etc.	Ruth Shiplett	Ext. 323
Personnel Records	Ruth Shiplett	Ext. 323
Printing	Doyle Boggs	Ext. 210
Publicity	Doyle Boggs	Ext. 210
Purchasing	Division Chairperson	
Records, student academic	Frances Hackett	Ext. 222
Rooms		
regarding classes reserving for meetings, etc. (except Conference Rm.)	Eric Jolly	Ext. 220, 221
reserving Conference Rm.	Peggy Rowe Toni McKissick	Ext. 228, 229 Ext. 200, 201
Students		
organizations & activities address, phone, schedule academic records	Tom Davis Records Office Frances Hackett	Ext. 228, 229 Ext. 222 Ext. 222
Supplies	Division Secretary	
Testing: professional, personal, vocational, SAT applications	Carol Smith	Ext. 321
Traveling Road Shows	Tony Pappas	Ext. 412,413,414,415
Tutoring Lab	Malcolm Sanders Jane Davisson	Ext. 345 Ext. 341
Veterans	Al Gray	Ext. 226, 227











University of South Carolina - System Libraries



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